GAP III Funding Grant Application — **DEP-BWR-FY2023-CERP-GAP III**

MassDEP website at: https://www.mass.gov/info-details/massachusetts-gap-energy-grant-program

Prior to grant submission, pre-register by completing the following form -
https://massgov.formstack.com/forms/2022gapgrantpreregister

The entity information will be used to set up the entity in the online system. Entity name will be on a drop-down list on the online application form.

The contract person will receive an email from the online system (header will read "Massachusetts DEP Gap III Application Workspace" and will come from "Jane Pfister via iMeet Central noreply@imeetcentral.com". Email will contain a link. (This link is unique to you. Follow it to create your username and password. Each time you return to the workspace, you will first see a login page, provide username and password you created, then redirected to the appropriate workspace.) Username and password can be all small letters and doesn't need to be changed; something easy for you to remember is best.

GAP III Funding Grant Application (https://massdoer.imeetcentral.com/gap-funding/) has tabs along the top and same items in a menu along the left side.

There are four (4) different application forms – choose the one appropriate for your entity type, Drinking Water/Wastewater (DW/WW), NPO Housing, NPO Food or Small Business

INSTRUCTIONS — overview of the process and link to Bid on COMMBUYS.

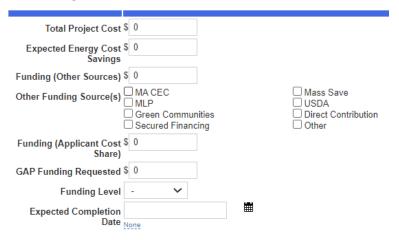**GAP III FORMS** —online submission forms have **four sections**—

1. **Entity Contact Information**: (choose Entity Name from drop-down list)

Ready--1, DW/WW Grant Application

Please Fill Out All Relevant Fields--**Submission Deadline July 15-2022**

Contact Name	
Contact Title	
Email	
Phone	
Entity Name	- ⌄

Ready--2, NPO Housing Grant Application

Please Fill Out All Relevant Fields--**Submission Deadline July 29-2022**

Contact Name	
Contact Title	
Email	
Phone	
Entity Name	- ⌄

Ready--3, NPO Food Grant Application

Please Fill Out All Relevant Fields--**Submission Deadline July 29-2022**

Contact Name	
Contact Title	
Email	
Phone	
Entity Name	- ⌄

Ready--4, Small Business Grant Application

Please Fill Out All Relevant Fields--**Submission Deadline July 29-2022**

Contact Name	
Contact Title	
Email	
Phone	
Entity Name	- ⌄

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2. **Funding overview**

Total Project Cost	$ 0
Expected Energy Cost Savings	$ 0
Funding (Other Sources)	$ 0
Other Funding Source(s)	☐ MA CEC ☐ Mass Save ☐ MLP ☐ USDA ☐ Green Communities ☐ Direct Contribution ☐ Secured Financing ☐ Other
Funding (Applicant Cost Share)	$ 0
GAP Funding Requested	$ 0
Funding Level	- ⌄
Expected Completion Date	▦ None

3. **File uploads** (14 upload lines)

Project Narrative Upload	Choose File No file chosen	(100MB Max)
	Description:	
Appendix A Upload	Choose File No file chosen	(100MB Max)
	Description:	
Appendix B Upload	Choose File No file chosen	(100MB max)
	Description:	
Appendix C Upload	Choose File No file chosen	(100MB max)
	Description:	
Energy Assessment/Study	Choose File No file chosen	(100MB max)
	Description:	
Other Supporting Upload	Choose File No file chosen	(100MB max)
	Description:	
Other Supporting Upload	Choose File No file chosen	(100MB max)
	Description:	
Other Supporting Upload	Choose File No file chosen	(100MB max)
	Description:	

Six additional Other Supporting Upload green bars…

4. **Calendar and Submit** button

Date-Time	▦ None

Submit

Upload each file by clicking the *Browse* button, navigate to the file on your computer, click *Open*. File path will write in the area next to the button. Add text in box next to *Description*, very briefly adding a description if needed to the file.

Last step, review the form and if happy with it, click the little *calendar* icon. Calendar will appear with blue box around current date, click that box to select. Next, click on the *Submit* button to submit the application and all files.

If you don't click on the *Submit* button nothing will be saved, so in this way you can practice if you want before you are ready to actually submit the grant request and files.

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If successful, you will see a confirmation page. If not successful you will see a red box with an error briefly flash at the top of the page (email Jane Pfister, for assistance)

Submission Confirmation

Your GAP Energy Grant III Funding Application has been submitted

You will receive an email from Jane Pfister, confirming submission and the number of files uploaded, within a day or sooner.

You will receive an email from Mike DiBara or Danah Tench, confirming whether or not the submission is complete and/or if there are questions.